

# **Manville Fire District – Minutes March 10, 2015**

**Date of Meeting: March 10, 2015**

**Time of Meeting: 7:00pm**

**Place of Meeting: Manville Fire Department**

**112 Old Main Street**

**Manville, RI 02838**

**1. Pledge of Allegiance – Lead by Chairman Lake**

**2. Roll Call of Officers-**

**Present – Warden Ron McKenna**

**Warden James Akers**

**Warden Jerry St Germain**

**Chairman Bob Lake**

**Chief Peter Adam**

**Clerk Lee Lamothe**

**Absent – Warden Paul McKeon**

**Warden St Germain request that the Chairman consider Warden McKeon's absence excused.**

**3. Motion to approve previous meeting minutes**

**Warden Akers makes a motion to accept the minutes of the February 10, 2015 regular meeting, seconded by Warden St Germain. Warden McKenna notes a correction to the total tax % collected should be**

**79.7% not 73.7%. Motion to approve the amended minutes by Warden Akers, and seconded by Warden St. Germain. Approved 4 – 0 – 0.**

#### **4. Reports**

**a. Chairman Report & Communications – Chairman Lake mentions being served with another summons/lawsuit just before the meeting. The constable was waiting outside the station to deliver the documents. The Chairman reads the names involved in the lawsuit and says that this is where much of our taxpayer dollars are going. Chairman Lake also tells the Wardens and the public that Atty. McBurney is continuing to press the RI Attorney General to provide a response for a former APRA claim. This issue dates back to 2012. Approximately 20 hours of the lawyers' time (as well as boards time) has gone to defending this very old issue which is also being litigated by our insurance company on our behalf. The Chairman will update everyone next month.**

**b. Treasurer and Tax Collector Report – Treasurer McKenna says that tax collections are coming in at a slower rate than last year. The fire district has collected 86.9% of the taxes it is owed for 2014. Delinquencies total \$126,541.55. Notices of tax sales went out for 8 properties (the reports shows 9 but someone paid today). The Treasurer has also included a statement of Assets which has a balance of \$744,932.82 for March 2015. He also presents his report that shows we have expended \$57,817.81 from the current fiscal year budget.**

#### **1. PROPOSED ABATEMENTS**

**PROPOSED ABATEMENTS:** The total is \$2,336.71 and is primarily composed of old commercial accounts that are no longer operating.

**Motion by Warden St Germain to accept the Treasurers/Tax Collectors Report and abatements, seconded by Warden Akers. Chairman Lake asked about for the status of the annual compilation? Treasurer McKenna explains that it is progressing was completed by Robert Ceveti and that he no longer works for Marcum because they wanted him to bill at \$400 per hour. McKenna explains Ceveti has separated from the company and will become Robert Ceveti CPA. The invoice will come in on the new business name, not Marcum. Call for vote by Chair, approved 4-0-0.**

**c. Chief's report –. There were 75 runs – 57 in Manville, 12 in Albion, 2 Woonsocket, 1 Limerock, and 2 in Cumberland we averaged 8.2 firefighters per call. Trainings - Cancelled due to snowstorms**

**Chief Adam thanked Paul Armstrong for clearing the station of snow. He knows that it is his job but wants to thank him.**

**Motion made by Warden St Germaine to accept the report as written second by Warden Akers. Call for vote approved 4-0-0.**

**d. Auditors report – No Auditors report this month**

## **5. Payment of Bills**

**Chairman Lake reads all the bills out loud. The total is \$6,208.31+649.93 (National Grid) -704.25 (Ron Mc Kenna) for a total of \$6,153.99.**

**Motion made by Warden St Germain and seconded by Warden McKenna. Approved unanimously.**

**Chairman Lake asks for a motion to approve an invoice for (Acct 5165) Ron McKenna Tax Collector for fuel for 2 years. This invoice was separated from the main invoices.**

**Motion by Warden Akers and seconded by St Germain. Chairman Lake reads a comment for the record. "We do not have a specific reimbursement policy for board members for fuel. Mr. McKenna as the Tax Collector/Treasurer for the last several years has routinely used his personal vehicle for mileage and he has put in for reimbursement of that" The amount per miles is less than IRS guidelines.**

**Approved 3-0-1 (McKenna abstained)**

## **6. Income**

**Total of \$90.00 this month this was for smoke detector Inspections**

**Motion made by Warden Akers and second by Warden St Germain to approve the income report.**

**Approved 4-0-0.**

## **7. Old Business**

**a. Policies and Procedures Sick Time Policy/ Abatements and Record**

## **Retention**

**The Chairman is submitting proposed draft policies to the Board/public for review and comment before considering for formal approval at the next regular meeting.**

**The first item submitted was a Sick Time Policy. Chairman Lake says that this Policy has been submitted to the board before but no action was taken. This was written with input from the Chief and is still just a Draft. Chairman Lake welcomes any input before it is sent to the MFD Attorney for approval.**

**The second item is an Abatement Policy - the Chairman asks Tax Collector McKenna to take the lead in explaining and formalizing this policy. Chairman Lake states for the record that “The Board of Wardens and the district officers are not authorized to waive any taxes due without a formal abatement process.” Chairman Lake says that the lack of policies and procedures in the past has caused problems. He would like a formal policy adopted to help future boards.**

**Vital Records Policy and Procedure - Chairman Lake says this is just a draft and he encourages comment regarding recordkeeping and procedures going forward.**

**There is also an outline of the clerk’s responsibilities and proposed salary structure which the Chairman thinks is appropriate to get done as there is nothing in writing at this point and he feels this is an important position.**

### **b. ADA Building Study – Update**

**Chairman says he has not had a chance to make a record of the notes**

of his meeting but is not optimistic about bring our building into full compliance. Relocating our public meeting to an assessable venue demonstrates our commitment to this issue and does not cost a lot of \$. Trying to retrofit the existing station for public meetings would be extremely cost prohibitive.

#### **c. Utility Truck – Update**

Chairman Lake presented in the handouts tonight, a proposed advertisement RFP for the procurement of the utility truck. It has very general specifications and a respond by date of March 30, 2015. The Chief and Chairman have already started research and have contacted multiple vendors who specialize in fire apparatus.

Regarding District Purchasing agent responsibilities, the Chairman reports after our last meeting Warden McKeon's recollection of prior meetings was that the Chairman was appointed the purchasing agent specifically for the ladder truck only. Chairman Lake has included a copy of the minutes of that meeting for all the wardens. He believes the minutes could be interpreted several ways and asks for the board's review and opinion. Warden St Germain says that this appointment was just for the procurement of the ladder truck. The Chairman asks what the board would like to do as far as appointing a purchasing agent for the utility truck? Warden McKenna makes a motion to appoint the Chairman Lake as the Manville Fire Department purchasing agent. Warden St Germain seconds. Discussion Warden Akers asks if this should be the Chief and is told that it should not be. Approved 3-0-1(Lake abstained.)

Warden McKenna made a motion to place the proposed RFP

advertisement in the Valley Breeze as a public notice and request for proposal, seconded by Warden Akers. Discussion, Warden St Germain asked about including a tow package? The Chief said that a tow package is not necessary and would not be used. We have nothing to tow. Chief has a full set of specifications and will provide to any interested parties of vendors who respond to the RFP. Call for Vote, Approved 4-0-0.

## **8. New Business**

**Future Meeting Place possible start for April Meeting**

The Chief along with several taxpayers have been requesting a better, more accessible space for our meetings. St James Church has agreed to allow us to hold our meetings there in the future. More updates to follow. Please watch the Agenda posting for next month.

**Clerks Responsibilities and Compensation**

The Chairman notes that he already covered this inadvertently in Old Business.

## **9. Public Comment**

The Chair opens the floor for discussion but reminds the board to be not discuss anything in detail in Public Comments. Mrs. Rhonda Lacombe questioned the gaps in the printed minutes provided in the packets? The Chairman states that these were printed off the SOS RI website and their font & page breaks are at different spacing which impacts the format. He then acknowledges Mr. Paul Armstrong. Mr. Armstrong asks about Ron McKenna's fuel reimbursement cost. How come the board allowed such long a period of time? He knows the district has approved other fuel reimbursement for Ron in the last two

years. The board does not respond as this is a closed agenda item. His second question pertains to the RFP. He is concerned that we are limiting our exposure to the markets. He states the Valley Breeze has small circulation base and suggested that a truck may already be picked out? The Chair indicates negative we have solicited proposals from several qualified vendors and we expect additional response from the Valley Breeze. Mr. Armstrong says that the new truck was supposed to save wear and tear on our existing fire vehicles. He doesn't see anything in the RFP about a water pump system. Is it for just EMS calls? The Chair suggest Mr. Armstrong submit his questions, comments or concerns in advance so they can be added to the agenda before meetings are advertized. Paul to send questions/suggestion items in advance if he wants them to be included in the next board agenda.

#### **10. Motion to Adjourn**

**Motion to adjourn by Warden St Germain at 7:51 PM, seconded by Warden Akers, motion approved 4 - 0 - 0**

**Date Agenda Posted SOS: 3/06/2015 @9:33 am**

**Date of Meeting: 3/10/2015**

**Posted : SOS,MFD Station, Manville Post Office,**

**Minutes submitted to Board: 04/14/2015**

**Approved Minutes posted on SOS:**

**\_\_\_\_Bob Lake\_\_\_\_\_**

**\_\_\_\_Lee**



**Lamothe**\_\_\_\_\_

**Chairman**

**Clerk**